

**BY ORDER OF THE COMMANDER
AIR COMBAT COMMAND**

**AIR COMBAT COMMAND
INSTRUCTION 10-550**



9 MARCH 2016

Operations

**DEVELOPMENT AND
IMPLEMENTATION OF
PROGRAMMING PLANS AND
PROGRAMMING MESSAGES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 10-501, *Program Action Directives (PAD) and Programming Plans (PPlan)*. It prescribes the policies, procedures, and responsibilities associated with the development and implementation of command Programming Plans (PPlans) and Programming Messages (PMsgs), and attempts to foster a better understanding of the interrelated elements of the overall basing and beddown process. Reporting requirements in this directive are exempt from licensing in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. This publication does not apply to Air Force Reserve Command (AFRC) Units. This publication does not apply to the Air National Guard (ANG). AFSVA/SVI must be included in any requirement for Services coordination. This AFI may be supplemented at any level, but all supplements that directly implement this publication must be routed to HQ ACC/A8BG for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-0, T-1, T-2, T-3) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a

result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Major changes include: Reorganized HQ ACC PPlan Functional Annexes IAW AFI 10-501, 8 Apr 15, updated information relating to the Air Force's Strategic Basing process; updated HQ ACC and HAF office symbols reflecting reorganizations, added references to both AF Installation and Management Support Center and AFSVA/SVI Installation Support Directorate and changed functional area manager designations.

Chapter 1

POLICY

1.1. Programming Plan/Programming Message (PPlan/PMsg) Authority and Purpose.

1.1.1. The HQ ACC Director of Plans, Programs, and Requirements (HQ ACC/A5/8/9) is the command authority responsible for PPlans/PMsgs and has delegated this responsibility to the Chief, Basing, Force Structure & Total Force Division (HQ ACC/A8B). HQ ACC/A8B is the sole approval and release authority for ACC PPlans and PMsgs.

1.1.2. The primary purpose of a PPlan/PMsg is to achieve all the directed program goals and objectives within the predetermined time, funding and manpower constraints by using detailed cross-functional time-phased milestones and action items to monitor and control the program execution.

1.2. Requests for PPlan/PMsg Development.

1.2.1. The PPlan/PMsg is only one element in the overall planning and beddown process. PPlan/PMsg development begins only after coordination of a basing action request through the Air Force Strategic Basing (SB) process administered by SAF/IEIB, IAW AFI 10-503, *Strategic Basing*.

1.2.2. Official requests for basing actions and/or PPlan/PMsg development will be submitted via memo from the appropriate ACC Directorate to HQ ACC/A5/8/9. The memo should ask for a review of the proposed program action for determination of strategic basing related requirements. HQ ACC/A8B will assign a PPlan Implementation Manager to provide “cradle-to-grave” oversight of the program action.

1.2.3. Official basing action requests must be accompanied by a proper level of authorization. Types of authorization are a Program Change Request (PCR), Program Action Directive (PAD), Program Guidance Letter (PGL), President’s Budget (PB), National Defense Authorization Act (NDAA), and COMACC or CV Direction/Approval.

1.2.4. ACC Directorates requesting PPlan/PMsg development must provide an office symbol or action officer name to serve as the designated proponent for the proposed program action (see paragraph 1.8 for proponent duties). The PPlan Implementation Manager will coordinate between the proponent and all appropriate organizations to initiate the Strategic Basing process.

1.3. Command Relationship. ACC PPlans/PMsgs are directive upon the HQ ACC staff and agencies subordinate to this headquarters. ACC PPlans/PMsgs will not task higher-echelon agencies or non-ACC agencies.

1.4. Unit and Numbered Air Force (NAF) PPlans. ACC units/NAFs may develop plans or supplements whenever the need to manage programming actions of any type at the unit/NAF level exists. Guidance/tasking contained in unit/NAF plans/supplements will neither supersede nor interfere with the guidance/tasking contained in any ACC PPlan, and unit/NAF plans/supplements will not task higher-echelon agencies or non-ACC agencies. PPlan/PMsg samples and templates can be obtained by contacting HQ ACC/A8B or through the ACC/A8B

Program	Management	Site	(PMS)	at:
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<https://acc.eim.acc.hedc.af.mil/org/ppr/A5bmain/A8BG/PPlan%20and%20PMsg%20POC%20Listings%20and%20Templates/Forms/AllItems.aspx>

1.5. Multi-MAJCOM PPlans.

1.5.1. Multi-MAJCOM PPlans are used when a beddown action requires a PPlan/PMsg, which will task agencies belonging to other MAJCOMs. Lead for the multi-MAJCOM PPlan/PMsg will depend on the specific beddown action. Each MAJCOM will task its own agencies. When ACC is the lead command for a multi-MAJCOM PPlan/PMsg, all guidance contained in this instruction will apply. When another MAJCOM is lead, guidance contained in that command's respective governing instruction will apply. In all cases, actions for which ACC is responsible will be tracked through the ACC Program Management System (PMS) SharePoint site at https://application.eim.acc.af.mil/apps/pms/ACC_PMS/default.aspx.

1.6. Staff Support of ACC PPlans/PMsgs.

1.6.1. The staff agencies designated as the OPR for PPlans/PMsgs within their functional annex are listed in **Table 1.1**. These agencies will provide a point of contact (POC) to serve as the Working Group Chair (WGC) for their respective Annex and the WGC will identify an OPR for each milestone/action item originating from their annex. Overarching responsibility for reporting on the status of milestones/action items rests with the designated OPR. WGCs will establish internal administrative procedures to support the PMS reporting process within their Directorate.

Table 1.1. HQ ACC PPlan Functional Annex OPRs.

Basic Plan	A8B
Manpower (Annex A)	A1M
Personnel (Annex B)	A1K
Intelligence (Annex C)	A2 (No single OPR; three-letter OPR depends on subject matter. If uncertainty as to appropriate three-letter exists, PPlan tasking will be routed through A2 Exec.)
Operations (Annex D)	A3 (No single OPR; three-letter OPR depends on subject matter. If uncertainty as to appropriate three-letter exists, PPlan tasking will be routed through A3 Exec.)
Logistics (Annex E)	AFIMSC Det 8 Logistic Branch. Support agreements are managed by AFIMSC/IZSL, JBASA Lackland. Acft Maintenance remains in ACC/A4
Civil Engineering (Annex F)	AFIMSC Det 8 CE Branch
Contracting (Annex G)	AMIC/PK (ARICA/KC is OCR)
Security Forces (Annex H)	ACC/A4S
Information Protection (Annex I)	IP

Plans, Programs and Requirements (Annex J)	A5/8/9 (No single OPR; three-letter OPR depends on subject matter. If uncertainty as to appropriate three-letter exists, PPlan tasking will be routed through A5/8/9 Exec.)
Command and Control, Communications, and Information Technology (Annex K)	A6X
Planning/Programming/Budgeting/Execution (Annex L)	A5/8/9 CFT TBD (C2 – A8C, GIISR-A8I, GPA-A8F, PR-A8R)
Chaplain (Annex M)	HC
Historian (Annex N)	HO
Inspector General (Annex O)	IGI
Staff Judge Advocate (Annex P)	JA
Safety (Annex Q)	SEG
Command Surgeon (Annex R)	SGS
Small Business (Annex S)	N/A
Public Affairs (Annex T)	PAX
Congressional Affairs (Annex U)	N/A (PAD use only)
Strategic Communications Plan (Annex V)	N/A (PAD use only)
HAF Administrative Requirements (Annex W)	N/A (PAD use only)
MAJCOM/DRU/FOA Responsibilities (Annex X)	N/A (PAD use only)
Integrated Master Schedule (Annex Y)	A8B
HAF/MAJCOM/DRU/FOA Points of Contact	A8B
Distribution List (Annex AA)	A8B
Special Access Programs (Annex BB)	A5/8Z
Force Support (Services) (Annex CC)	If Services expertise is required on Site Surveys or SATAFs, A8B will request support through ACC A1 AFSVA/SVIZ, who coordinates with AFSVA/SVI to obtain TDY or reach back support. The Site Survey/SATAF schedule will include a block for Services support to interview local Force Support personnel
Air Reserve Component (Annex DD)	A5/8/9H and /or A5G
International Affairs (Annex EE)	IA

Total Force Integration (Annex FF)	A8B
Environmental (Annex GG)	A8B – A8B does not have authority to sign 813s but will coordinate with AFCEC/CZN and beddown location
Financial Management (Annex HH)	FM
Reporting Requirements (Annex II)	A8B

1.7. PPlan/PMsg Development in the Overall Air Force Strategic Basing Process. PPlans/PMsgs execute basing actions approved or exempted through the Air Force Strategic Basing Process. Exempted basing actions will follow the ACC process established by HQ ACC/A8B. All proposed basing actions that meet the basing action criteria listed in AFI 10-503, paragraph 1.1, require the submission of a Basing Action Request (BAR) to SAF/IEIB and will follow the strategic basing process, unless specifically exempted by SAF/IEIB or the Strategic Basing - Executive Steering Group (SB-ESG) during the course of staffing. Submission of a BAR requires that the requesting Directorate provide a proponent, documented approval authority (ref para 1.2.3), and identify the source of funding and manpower that are estimated to execute the proposed action. The information below is provided to highlight the overall strategic basing process, facilitate an understanding of where the PPlan/PMsg fits into the process, and emphasize the importance of initiating proposed basing actions in a timely manner.

1.7.1. MAJCOM/Service identifies basing requirement to SAF/IEIB.

1.7.2. Upon receipt of a BAR, SAF/IEIB will identify the lead MAJCOM for weapon systems basing actions, using AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, as a reference. SAF/IEIB will identify the lead MAJCOM for non-weapon systems basing actions.

1.7.3. Lead MAJCOM submits BAR Part 1 to SAF/IEIB with recommended basing criteria used to screen the largest possible enterprise of installations down to a reasonable number of candidate installations; (Ref para 1.8.2).

1.7.4. SAF/IEIB staffs basing criteria through the SB-ESG and Air Force Corporate Structure (AFCS) for approval by SECAF/CSAF. Approved criteria will be used to define the enterprise and generate an enterprise wide list (EWL) of bases to be considered.

1.7.5. Using a question/answer survey questionnaire, the lead MAJCOM scores each base on the EWL against the approved basing criteria and submits the scored and ranked EWL to SAF/IEIB using a BAR Part 2.

1.7.6. SAF/IEIB staffs the scored and ranked EWL through the HAF to generate a ranked potential candidate list.

1.7.7. The SB-ESG reviews the ranked potential candidate list to determine the number of locations to conduct a site survey.

1.7.8. Lead MAJCOM uses the approved criteria to conduct site surveys at all HAF approved bases. SAF/IEIB must provide a Site Survey Control Number prior to conducting the survey.

1.7.9. Site survey results are staffed through the AF Strategic Basing Panel (SBP), the SB-ESG, and the AF Board for SecAF and CSAF approval of a preferred and reasonable alternative (P&RA). Once a P&RA is approved, public announcements will be coordinated with SAF/LL, SAF/PA, and the designated lead and host MAJCOM PA offices prior to release.

1.7.10. After required public announcements, the designated lead MAJCOM, in coordination with the host MAJCOM if applicable, will ensure the completion of the Environmental Impact Analysis Process (EIAP) for the approved basing location(s) per 32 CFR 989 in coordination with HQ AF/A4CI. All EIAP information to be released to the public shall be coordinated with SAF/LL and SAF/PA prior to release.

1.7.11. Once the EIAP is complete, the SecAF basing decision is finalized through the publication of a signed Basing Decision Memorandum (BDM) or Record of Decision (ROD). MAJCOM executes the basing decision by initiating a beddown action using a PPlan/PMsg and conducts periodic Site Action Task Force (SATAF) as necessary until action is complete. The terms basing and beddown are not interchangeable. Beddown is the execution of a basing decision.

1.8. Role of Proponent.

1.8.1. The proponent Directorate is responsible for providing HQ ACC/A8B with mission/operational expertise to help define the actions to be taken to plan for and execute approved basing actions supporting ACC programs/weapons systems. This includes the identification and coordination of the funding source(s) and/or manpower billet offsets, when required, to support implementation of the decision. Funding and manpower resources should be identified by the proponent before the A8B staff is brought in to initiate the basing process.

1.8.2. ACC proponents are also charged with determining the logistical, infrastructure, and operational requirements of the beddown action and the codification of those requirements with applicable documents i.e. Concept of Operations (CONOPS), Designed Operational Capability (DOC) Statements, and Timed Phased Force Deployment Data (TPFDD) etc. This information is essential in developing basing criteria used to determine beddown location.

1.8.3. The proponent is responsible for providing HQ ACC/A8B with information required to scope and accomplish the basing and beddown process (criteria development, site surveys, and site action task force). When a PPlan or PMsg is required to execute a basing action, the proponent is further responsible for managing the day-to-day issues including ensuring the completion of the program milestones identified in the PPlan/PMsg.

1.8.4. The proponent is responsible for completing the 813 and submitting it to the NEPA manager at the beddown location.

1.9. Signatures on PPlans. The basic plan and annexes must be annotated as “//SIGNED//” over the signature block of the designated approval authority. This policy does NOT negate the

requirement for actual approval by the designated authority, which should be documented and maintained by each respective PPlan OPR.

1.10. Electronic Publication of PPlans. HQ ACC/A8B policy is to publish PPlans/PMsgs electronically. Once the PPlan or PMsg has been posted to the Program Management System (PMS), Secret Internet Protocol Router Network (SIPRNET) and Joint Worldwide Intelligence Communications System (JWICS) as indicated below, A8B will issue a notice to all intended recipients to announce publication.

1.10.1. PPlans/PMsgs which are UNCLASSIFIED or FOR OFFICIAL USE ONLY (FOUO) will be posted on ACC PMS SharePoint site.

1.10.2. PPlans/PMsgs which are classified CONFIDENTIAL or SECRET will be posted on the HQ ACC/A8B SIPRNET home page.

1.10.3. PPlans/PMsgs which are classified TOP SECRET will be distributed on JWICS.

1.11. Security Classification and Downgrading of Declassified Information.

1.11.1. Classify PPlan/PMsg data according to content and ensure protection of classified information in accordance with AFI 16-1404, Air Force Information Security Program. If any aspect of a PPlan or PMsg is classified (CONFIDENTIAL or higher), the classification level of each paragraph throughout the document will be annotated.

1.11.2. HQ ACC/A8B will notify agencies on distribution for classified PPlans/PMsgs as soon as possible following public announcement or official notification regarding the downgrade of classified information.

1.12. Documentation Management Procedures. Record copies of each PPlan/PMsg and associated documentation will be maintained and disposed of in accordance with the Records Distribution Schedule found in AFRIMS. Destruction of classified PPlans/PMsgs and associated documentation will be accomplished in accordance with AFI 16-1404. The PMS used to track the status of PPlan/PMsg implementation is maintained in accordance with the Records Distribution Schedule, Table 33-49.

Chapter 2

RESPONSIBILITIES FOR PPLAN/PMMSG DEVELOPMENT AND IMPLEMENTATION

2.1. PPlan/PMmsg Development Responsibilities. Proponent Directorate will assign an individual (proponent) to initiate the beddown process IAW paragraph 1.2 of this instruction. Upon initiation of a beddown action HQ ACC/A8B will assign a PPlan Implementation Manager.

2.1.1. PPlan/PMmsg Implementation Manager will:

2.1.1.1. Obtain a SecAF Basing Decision Memorandum from SAF/IEIB that approves the beddown action.

2.1.1.2. Determine whether a PPlan or PMmsg is the appropriate vehicle, then schedule and chair the development conference.

2.1.1.2.1. If associated with a PAD/PGL, the PPlan Implementation Manager will submit the draft PPlan with all functional annexes to the PAD/PGL OPR at: usaf.pentagon.saf-usm.mbx.usmx-workflow@mail.mil for review.

2.1.1.2.2. When a PPlan/PMmsg supports a PAD/PGL the PPlan Implementation Manager must review AFI10-501, **Chapter 6**, for specific approval, reporting and closure requirements which differ from MAJCOM directed PPlan/PMmsg(s).

2.1.1.3. Brief the proponent on how the PPlan/PMmsg development process works and track the PPlan/PMmsg to completion.

2.1.1.4. Task appropriate ACC Directorates to appoint a Working Group Chair (WGC) to lead their respective PPlan Annex. Request AFIMSC Det 8 to appoint a WGC for Civil Engineering, and Logistics as necessary.

2.1.1.5. Host a PPlan/PMMSG development conference to develop the basic plan, including a list of draft program milestones items, based on input from the proponent. Ensure all affected organizations are included in the conference as necessary to participate in the Working Groups. Use of the applicable Site Survey Report is essential in developing the PPlan/PMmsg.

2.1.1.6. Coordinate with designated WGCs to generate PPlan/PMmsg inputs (with emphasis on finalizing the program milestones), initiate development of supporting functional staff annexes. Ensure the Working Group Chairs are provided with annex format/content models if needed.

2.1.1.7. Use the HQ ACC Task Management Tool (TMT) task and track the suspense for staff inputs to the PPlan/PMmsg.

2.1.1.8. Consolidate and review all PPlan/PMmsg inputs, taking action to correct discrepancies as necessary.

2.1.1.9. Coordinate with the proponent to ensure all agencies participating in or affected by the execution of the PPlan/PMmsg are included as PPlan/PMmsg addressees.

2.1.1.10. Incorporate SATAF documentation, when applicable.

2.1.1.11. If the PPlan/PMsg is classified, establish security guidance for inclusion in the PPlan/PMsg, based on input from the proponent.

2.1.1.12. Obtain HQ ACC/A8B approval to publish the final product and notify affected agencies of publication when the PPlan/PMsg has been posted to the electronic PPlan Management System.

2.1.1.13. Organize and coordinate supporting SATAFs to beddown location. (Ref para 2.3)

2.1.1.14. Publish changes to the PPlan as necessary. Changes are typically required after each SATAF to update milestones/action items and basing action status.

2.1.1.15. Track to completion on PMS, then publish closure message.

2.1.2. Working Group Chairs will:

2.1.2.1. Provide input to the draft basic PPlan/PMsg (with emphasis on program milestones) and develop supporting functional staff annexes and action items. WGC responsibilities may include attending a PPlan/PMsg development conference and/or SATAF.

2.1.2.2. Ensure use of the HQ ACC/A8B-approved templates for all functional PPlan/PMsg components (annexes, working group minutes, action items).

2.2. PPlan/PMsg Implementation Responsibilities. HQ ACC/A8B supports PPlan/PMsg implementation through management of the ACC PMS.

2.2.1. HQ ACC/A8B will:

2.2.1.1. Establish progress reporting criteria associated with ACC PPlans/PMsgs, and ensure the criteria is set forth in each individual PPlan/PMsg.

2.2.1.2. Serve as the focal point for all status updates into the PMS and provide a periodic “reminder” to OPRs regarding the due dates.

2.2.1.3. Ensure users of the PMS are offered training for its use.

2.2.1.4. Ensure the Proponent uses “Commander’s Comments” in PMS to provide periodic assessments of PPlan progress. Proponent comments are only required if the overall PPlan is assessed as “Red” or “Yellow.”

2.2.1.5. Use PMS to proactively review the PPlan/PMsg program milestones and action items and coordinate with the appropriate Working Group Chair(s) to ensure the applicable OPR(s) are resolving items assessed as “Red” or “Yellow.”

2.2.1.6. Report in PMS the status of overall progress towards meeting the beddown objective using Red, Yellow or Green as defined below:

2.2.1.6.1. **RED** – beddown objectives will not be attained and/or prescribed timelines will not be met under the current plan with identified resources.

2.2.1.6.2. **YELLOW** – beddown objectives may be met using a high risk workaround and/or there is insufficient information to assess beddown objectives.

2.2.1.6.3. **GREEN** – beddown on track, all objectives are attainable in requisite timeline.

2.2.1.7. Notify proponent Directorate immediately when assessing a PPlan/PMsg red or yellow.

2.2.2. Working Group Chairs will:

2.2.2.1. Oversee the accomplishment of ACC milestones and action items within the respective functional area, or that adequate workarounds are established.

2.2.2.2. Provide progress reports through the PMS in accordance with all applicable provisions of this instruction, and as directed by Annex II of the PPlan or the reporting guidance set forth in the PMsg.

2.2.2.3. Monitor the status of field action items within the respective POC and provide assistance to affected units as required.

2.2.2.4. Use PMS to monitor the adequacy and currency of the respective annex, and submit required revisions to the PPlan Implementation Manager.

2.3. SATAF Responsibilities. HQ ACC/A8B will designate an individual to serve as the SATAF Team Chief (usually the designated PPlan Implementation Manager).

2.3.1. The SATAF Team Chief will:

2.3.1.1. Ensure SATAF Working Group Chairs have a thorough understanding of the purpose and mechanics of the SATAF.

2.3.1.2. Coordinate with the SATAF host base regarding proposed SATAF dates.

2.3.1.3. Determine the necessary working groups, and send a tasker to the designated PPlan OPR three-letters requesting SATAF support. Send support request to AFIMSC Det 8 for Civil Engineering and Logistical support as necessary.

2.3.1.4. Issue a formal SATAF announcement to the host base. The announcement should specify the purpose of the SATAF, confirm the SATAF dates and agenda, request identification of a unit POC and state the host base support requirements, which generally include providing a location for the inbrief, outbrief, and daily integration meetings, as well as a facility for working groups to convene each day. Identify all communications and computer support required to support the SATAF.

2.3.1.5. Conduct a pre-SATAF meeting with the ACC and AFIMSC staff working group members to review the agenda and working group responsibilities.

2.3.1.6. Prepare and present the SATAF inbrief and outbrief.

2.3.1.7. Conduct a daily integration meeting to discuss key working group issues and assess SATAF progress.

2.3.1.8. Ensure all milestone and action items are entered into the PMS and review the data for accuracy and completion.

2.3.1.9. Incorporate the SATAF documentation (Executive Summary, Working Group Minutes, action item spread sheet) into the respective PPlan and submit the finalized product for final review, as soon as possible following the end of the SATAF. The Executive Summary will be appended to the basic plan, the working group minutes will

be appended to their respective functional annex, and the action items will be input into PMS.

2.3.2. Working Group Chair will:

2.3.2.1. Identify and request members of the working group. Identify each as travel or reach back support.

2.3.2.2. Attend the pre-SATAF meeting hosted by the SATAF Team Chief.

2.3.2.3. Lead the respective working group in the conduct of daily business during the SATAF and ensure thorough documentation of the issues discussed/action items identified by the group.

2.3.2.4. If a working group member identifies an action item with an OPR in another functional area, ensure the item is submitted to the appropriate WGC. If any proposed action item involves an OPR or OCR not present in the working group, ensure buy-in from that entity at the integration meeting or via some other coordination.

2.3.2.5. Ensure the working group includes appropriate unit personnel in all discussions. The WGC should contact unit personnel prior to the SATAF.

2.3.2.6. Facilitate the flow of crosstalk with other working groups on issues involving other functional areas.

2.3.2.7. Attend the inbrief, outbrief, and all integration meetings. Be prepared to discuss the group's progress and pertinent issues.

2.3.2.8. Write working group minutes and executive summary using the templates provided by HQ ACC/A8B and located in PMS at: <https://acc.eim.acc.hedc.af.mil/org/ppr/A5bmain/A8BG/PPlan%20and%20PMsg%20POC%20Listings%20and%20Templates/Forms/AllItems.aspx>

2.4. Changes to PPlans/PMsgs. Changes to directed program actions necessitate a change to their respective PPlan/PMsg. Changes to PPlans/PMsgs will be published to reflect documentation from follow-on SATAFs. Working group minutes for each SATAF will be documented in a separate appendix to the appropriate functional annex to the PPlan/PMsg. HQ ACC/A8B will post all changes to PPlans/PMsgs to the PMS SharePoint site. Changes in the status of program milestones and action items are updated through the PMS and do not constitute changes to the PPlan/PMsg. Changes to PPlans/PMsg supporting a PAD/PGL will be coordinated with the PAD/PGL OPR.

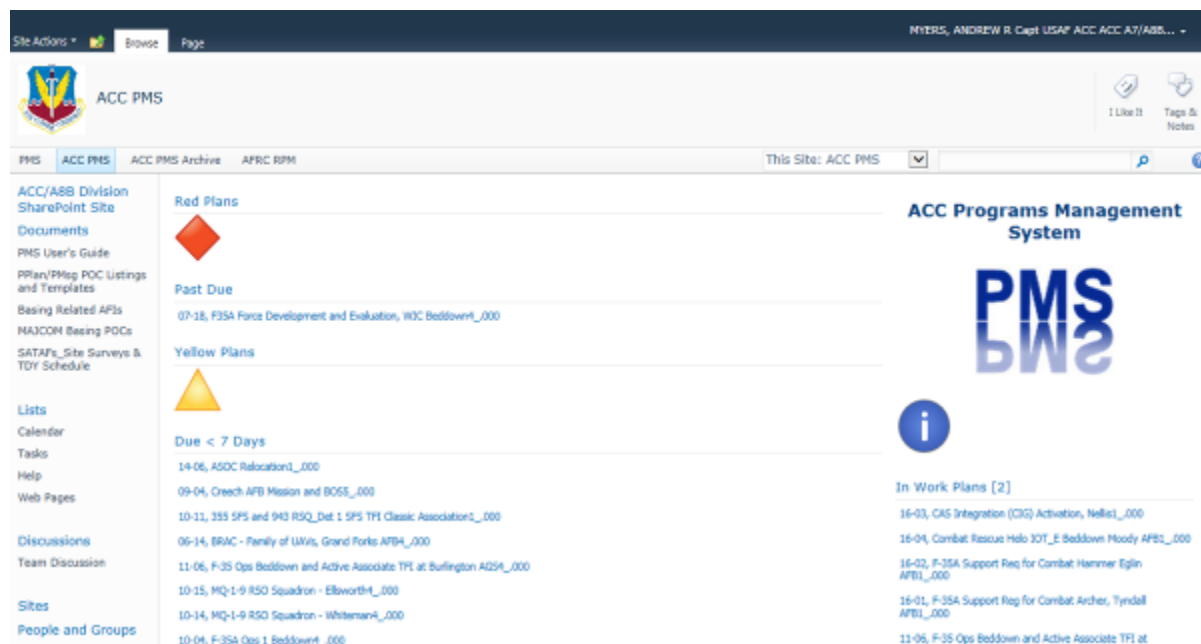
2.5. Closure of PPlans/PMsgs. When all program milestones associated with a PPlan/PMsg are complete, HQ ACC/A8B will issue an official notification of closure to all recipients of the original document. The PPlan/PMsg will be moved under the PMS Archive tab for future reference.

Chapter 3

THE ACC PROGRAMS MANAGEMENT SYSTEM (PMS) AND REPORTING

3.1. General Guidance. All reporting associated with the implementation of ACC PPlans/PMsgs is accomplished through the ACC PMS SharePoint application at https://application.eim.acc.hedc.af.mil/apps/pms/ACC_PMS/default.aspx. The ACC PMS User Guide is accessible through the ACC PMS site.

Figure 3.1. ACC PMS Homepage



3.1.1. Assessment Update Cycle: Updates on milestones and action items can be made at any time. Commander's comments and Manager's assessments must be accomplished IAW the reporting requirements specified in individual PPlan/PMmsg. Each PPlan/PMmsg supporting a PAD/PGL will provide monthly updates unless otherwise directed in the PAD/PGL. When an assessment is not provided as prescribed for any given PPlan/PMmsg, PMS will be annotated with the words "No comments received. mm/dd/yr" within the assessment comment window. Reporting agencies are strongly encouraged to update items within their area of responsibility as soon as possible after each milestone and action item is accomplished so the status of each PPlan/PMmsg reflects real-time data to the greatest extent possible.

3.2. PPlan Implementation Manager Reporting Responsibilities.

3.2.1. The PPlan Implementation Manager will provide updates regarding the progress made towards meeting the program objective(s). This will entail providing an overall assessment of program status using the Red-Yellow-Green scale.

3.2.2. In addition to assigning Red, Yellow, or Green, provide a brief synopsis of the program status "Manager's Assessment" window on the "PPlan" screen. If potential "show

stoppers” have been noted, the assessment should include a concise but detailed explanation of the proposed resolution.

3.2.3. PPlan Implementation Managers will coordinate with the Proponent prior to making their PPlan/PMsg assessment.

3.3. Working Group Chair Reporting Responsibilities. Assigned HQ ACC WGCs are listed in each respective PPlan/PMsg. These individuals will report on the status of actions within their area of responsibility in accordance with the due date/submission criteria set forth in the PPlan/PMsg and the following guidance.

3.3.1. HQ ACC WGCs are responsible for reporting on all program milestones and action items for which the OPR is an HQ ACC staff agency within their functional area. Thus, each WGC is responsible for establishing reporting procedures for their functional area with regard to the administration of PMS. WGCs will actively monitor the accomplishment of the field-level actions within their functional area.

3.4. Milestone/Action Item Management. All ACC staff agencies identified as milestone and/or action item OPRs will update their milestones and action items in accordance with the following guidance:

3.4.1. Every Milestone and Action Item in PMS has an “Assessment” Window: Provide a brief synopsis of the progress made towards milestone/action item completion, highlighting any potential problems. If a potential problem is noted, describe the proposed corrective action. If a suspense date must be slipped, explain the circumstances necessitating the change. If a milestone or action item has been completed, describe the concluding action, including the date completed and change the status of the milestone or action item to “closed.” Upload supporting documentation as necessary to support changes to milestone(s)/action item(s). When closing a Milestone ensure all associated Action Items have been closed. Click the “Closed” button to complete the action.

3.4.2. Every Milestone and Action Item in PMS has a “Suspense” Window: Every effort should be made to ensure completion of milestones and action items by the originally established dates. Update only if a change (slip) is required. Slips in action item suspense dates are at the discretion of the OPR. Slips in milestone dates require the approval of, and must be entered by, the PPlan Implementation Manager.

3.5. Wing/DRU/FOA Reporting Responsibilities. Wing/DRU/FOA commander will appoint both a primary and an alternate POC to serve as the focal point for PPlan/PMsg reporting purposes. POCs will report on field-level action items and program milestones as outlined under paragraph 3.4. (T-2)

3.6. NAF Reporting Responsibilities. When a PPlan/PMsg directly impacts a NAF, the respective NAF command section will ensure a commander's assessment is accomplished in the same manner as outlined under paragraph **3.1** The assessment should highlight any significant problem areas requiring higher headquarters involvement.

3.7. PPlan/PMsg Closure. When all Milestones/Action items are complete the A8B will provide a closure memorandum to all recipients on the Distribution list and it will be posted in PMS.

JEFFERY B. TALIAFERRO, Brigadier General, USAF
Director, Plans, Programs, and Requirements (A5/8/9)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTIVE INFORMATION*****References***

AFI 10-501, *Program Action Directives (PAD) and Programming Plans (PPlan)*, 8 Apr 2015

AFI 10-503, *Strategic Basing*, 27 September 2010

AFI 31-401, *Information Security Program Management*, ACC Sup 1, 7 April 2006

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 10-5, *Basing*, 14 November 2013

Prescribed Forms

This instruction does not prescribe any forms.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACC—Air Combat Command

ACCI—Air Combat Command Instruction AF—Air Force

AFCEC—Air Force Civil Engineering Center

AFCS—Air Force Corporate Structure

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AMIC—Acquisition Management & Integration Center

ANG—Air National Guard

BAR—Basing Action Request

BDM—Basing Decision Memorandum

CATEX—Categorical Exclusion

COMACC—Commander, Air Combat Command

CONOPS—Concept of Operations

DOPAA—Description of Proposed Action and Alternatives

DSN—Defense Switched Network

EIAP—Environmental Impact Analysis Process
EIS—Environmental Impact Statement
FOUO—FOR OFFICIAL USE ONLY
HQ—Headquarters
IAW—In Accordance With
MAJCOM—Major Command
NAF—Numbered Air Force
NEPA—National Environmental Protection Act
OCR—Office of Collateral Responsibility
OPR—Office of Primary Responsibility
PAD—Program Action Directive
PB—President’s Budget
PGL—Program Guidance Letter
PMsg—Programming Message
PMS—ACC Program Management System
POC—Point of Contact
PPlan—Programming Plan
P&RA—Preferred and Reasonable Alternative
RDS—Records Disposition Schedule
SBP—Strategic Basing Panel
SB—ESG—Strategic Basing-Executive Steering Group
SATAF—Site Action Task Force
SIPRNET—Secret Internet Protocol Router Network
JWICS—Joint Worldwide Intelligence Communications System

Terms

ACC Program Management System (PMS)—SharePoint application used to report status of PPlans/PMsgs. (https://application.eim.acc.af.mil/apps/pms/ACC_PMS/default.aspx)

Action Items—Actions which must be initiated and completed at a specific time to support PPlan implementation. Action items which are critical to a particular milestone or milestones are identified as such within each PPlan.

Basing—Actions taken to position Air Force units (on AF or non-AF property) or non-USAF entities on USAF real property. The Strategic Basing process is used to determine the location of a unit, manpower, mission, or activity. All proposed basing actions meeting criteria in AFI 10-

503, para. 1.1, require submission of a Basing Action Request to SAF/IEIB and will follow the strategic basing process outlined in AFI 10-503, *Strategic Basing*.

Critical Action—Action that must be completed/closed to achieve an associated milestone.

Description of Proposed Action and Alternatives (DOPAA)—AF Form 813, Request for Environmental Impact Analysis, initiates the required analytical assessment of environmental impacts associated with proposed program actions as mandated by the National Environmental Policy Act of 1969 (Public Law 91-190). AF Form 813 contains two main elements: The Purpose and Need for the Action and the Description of Proposed Action and Alternatives (DOPAA). AF Form 813 (often referred to as "the DOPAA") identifies the need for the proposed action, defines the scope of the action, discusses reasonable alternatives, and helps in determining the appropriate level of environmental analysis required. The HQ ACC focal point for DOPAA development associated with basing actions is HQ ACC/A8BG. While A8BG assists in the development of the 813 it is officially the responsibility of the proponent to fill out the 813 and submit it to the NEPA manager at the beddown location. The NEPA manager will coordinate with their colleagues to determine if it will be a Categorical Exclusion (CATEX), Environmental Analysis (EA), or Environment Impact Statement (EIS). If it's not a CATEX, then it will go to Air Force Civil Engineering Center (AFCEC) to hire one of their on-call contractors. IAW 40 CFR 1500-1508, section 1506.1 Limitations on actions during NEPA process: (a) Until an agency issues a record of decision as provided in § 1505.2 (except as provided in paragraph (c) of this section), no action concerning the proposal shall be taken which would: (1) Have an adverse environmental impact; or (2) Limit the choice of reasonable alternatives."

Documented Approval Authority—Documentation from general officer-level providing direction to initiate a basing action. Examples include: Base Realignment and Closure, Program Change Request (PCR), Program Action Directive (PAD), Program Guidance Letter (PGL), National Defense Authorization Act (NDAA), and COMACC Direction/Approval. Working Group Chair—The focal point within an HQ ACC staff agency tasked to provide key input to and/or track a PPlan/PMsg for that respective functional area.

Milestone—A key event identified in the PPlan/PMsg which is essential to accomplishment of the programmed objective as scheduled. A milestone may stand alone or may have several action items associated with it.

Office of Collateral Responsibility (OCR)—A designated staff office or field-level agency whose input is required to facilitate an OPR's accomplishment of a particular PPlan/PMsg related responsibility.

Office of Primary Responsibility (OPR)—A designated staff office or field-level agency that is responsible for a particular aspect of a PPlan or PMsg (i.e., functional annex OPR, action item OPR, milestone OPR, etc.).

Organizational Change Request (OCR)—A request for an organizational action such as a unit activation, inactivation, redesignation, or variation to a standard structure. An OCR is not required for organizational changes resulting from approved force structure actions.

Program Action Directive (PAD)—A PAD is a Headquarters Air Force (HAF) document that provides strategic level guidance to HAF staff and Major Command (MAJCOM) commanders about how to achieve SecAF and CSAF-directed objectives. PADs require detailed, cross-

functional and/or cross-MAJCOM planning and guidance to implement major Air Force programs aligned with national, joint, or service initiatives. A PAD has a broad scope that typically affects multiple HAF functional areas, MAJCOMs, or other organizations and consists of a Basic Plan and supporting functional staff annexes. It states the objective, defines a concept of operations, assigns specific tasks to offices of primary responsibility and offices of collateral responsibility, and establishes milestones.

Program Change Request (PCR)—A tool, submitted by a MAJCOM or the Air Staff, used to initiate proposed out-of-cycle changes to programs contained in the PB. HQ ACC/A5/8/9 is the command OPR for most PCRs. However, depending on subject matter, other ACC staff agencies may have occasion to develop PCRs.

Program Guidance Letter (PGL)—A PGL is a HAF document that provides strategic level guidance to MAJCOM commanders and HAF staff about how to achieve SecAF and CSAF-directed objectives. PGLs are used when SecAF/CSAF direction does not require detailed, cross-functional and/or cross-MAJCOM planning requirements of a PAD. A PGL has a narrow scope that typically affects a single HAF functional area, for example AF/A1 and its oversight for Air Education and Training Command (AETC) and/or Air Force Personnel Center (AFPC). A PGL is never subsidiary to a PAD and will not be used to implement PAD directives.

Programming Message (PMsg)—A PMsg may be used in lieu of a PPlan when less comprehensive documentation will suffice to implement a program objective, a SATAF may not be required, or when limited functional involvement is required to execute the basing action. A PMsg may also be used as an interim measure to establish the overall goal and provide basic guidance pertaining to a major program action while more comprehensive documentation is being developed. This is the method of choice when planning time is limited.

Programming Plan (PPlan)—A directive, coordinated document, consisting of a Basic Plan and supporting functional staff annexes, which defines the actions required, and outlines the responsibilities for executing an authorized and approved basing action. The primary types of actions for which PPlans are developed include unit activations and inactivations; realignments involving the physical move of people or assets; base closures; beddown of weapons systems; unit conversions from one weapons system to another; beddown and/or integration of specialized systems or unique organizational constructs; and increases or decreases in a unit's primary aircraft inventory.

Programming Plan Development Conference—A conference convened for the purpose of developing a complete draft or final PPlan, under the general direction of HQ ACC/A8B. At a minimum, conference attendance includes the PPlan Implementation Manager, the proponent, and all applicable Functional Area Working Group Chairs. Working Group Chairs are generally called upon to formulate a working group comprised of themselves plus representatives from the other HQ ACC and AFIMSC staff agencies within their functional area. Additionally, the PPlan Implementation Manager may request representation from units/agencies affected by or involved in PPlan implementation. The representatives participate in the working groups and provide input to the PPlan through the Working Group Chair.

Programming Plan Implementation Manager—Individual appointed within HQ ACC/A8B to provide administrative oversight for a program action that requires a PPlan or PMsg.

Proponent—The ACC staff agency/action officer with overarching responsibility for a particular ACC program and/or weapons system. Proponents will provide documented approval authority for a proposed basing action and will identify funding and manpower sourcing.

Site Action Task Force (SATAF)—The SATAF process provides periodic, on-scene assistance to unit-level agencies to accomplish a program objective. It employs appropriate members of the HQ ACC and/or supporting command staffs, under the leadership of HQ ACC/A8B. The SATAF structure is comprised of ACC and AFIMSC team members and representation from the affected unit(s), which are organized into functional working groups. Each working group has an assigned chairperson, who functions under the auspices of the SATAF Team Chief. A SATAF may be convened to support bringing a program, system, equipment and/or site to operational readiness. SATAFs are also conducted to facilitate unit activations, inactivations, relocations, and conversions from one weapons system to another. Additionally, SATAFs are conducted for ACC actions directed by the Defense Base Realignment and Closure Commission. SATAFs for other types of actions occasionally occur, and are negotiated on a case-by-case basis. Documentation resulting from the SATAF process is incorporated into its respective PPlan. The documentation is comprised of minutes for each functional working group and an executive summary, with an accompanying workbook consisting of the action items identified during the SATAF.

Site Survey—An authorized visit by an individual or team to survey real property to determine its feasibility for a unit or mission beddown. Site surveys may, in part, consist of preliminary examinations, field investigations, etc. The HQ ACC OPR for Site Surveys is HQ ACC/A8B. Site survey teams are team led by HQ ACC/A8B with representation from HQ ACC and AFIMSC functional staff elements as appropriate. Teams apply an objective approach to determining facility requirements and estimated associated costs to implement a program change at a given installation/location. The site survey may be used as a tool in the strategic basing decision-making process for a proposed program change, or may be conducted to facilitate planning for a pre-determined program change.

Unit Program Manager—Individual appointed by the unit commander to serve as the unit-level point of contact for implementation of a PPlan/PMsg. Specific duties of the unit program manager will be spelled out in the applicable PPlan/PMsg.